



Norfolk Hockey Association

The Constitution

Agreed 23rd May 2018

Introduction

1. The Title

- 1.1 The Association is called the Norfolk Hockey Association.
- 1.2 The Norfolk Hockey Association is also known by the acronym NHA.

2. The Purpose

- 2.1 The purpose of the Constitution is to set out the rules for the management and administration of the game of hockey in the county of Norfolk.
- 2.2 The NHA will be bound by the rules of the Federation of International Hockey (FIH); the rules of England Hockey (EH); the rules of East Region Hockey Association (ERHA); the NHA Constitution as agreed by affiliated Clubs at the NHA Annual General Meeting; and the Norfolk Ladies League rules as agreed at their Annual General Meeting.

3. The Aims

- 3.1 To promote and develop hockey at all levels within Norfolk in line with the rules of the FIH, the EH and the ERHA and the Norfolk Constitution.
- 3.2 To develop players, umpires and coaches so that where appropriate, they can achieve representative status.
- 3.3 To organise and administer leagues and competitions so that all players can enjoy hockey at their own level.
- 3.4 To promote the EH Respect Campaign in Clubs, Universities and Schools.
- 3.5 To ensure that the laws concerning Data Protection, Child Protection and Safeguarding and the rules concerning the use of photography and social media are in place as policies and are reviewed annually.
- 3.6 To promote information, activities and events of the NHA through an active website.

4. Membership of the Norfolk Hockey Association

- 4.1 Membership is open to all Clubs, Universities, and Schools wishing to play hockey. Clubs and Universities must be properly constituted and pay an annual affiliation fee to the NHA. Each School will be affiliated to the appropriate youth section.
- 4.2 Entry into the Norfolk Hockey Association shall be at the discretion of the Executive Council.
- 4.3 By its entry, each Club agrees to abide by:
 - a) The Constitution as agreed at the AGM of the Norfolk Hockey Association.
 - b) The Constitution as amended at an EGM.
 - c) The decisions of the Executive Council in applying rules, penalties and sanctions it may seem fit to impose.
 - d) The decisions of the Disciplinary Committee and/or the Final Appeals Committee

Governance

5. The NHA Executive Council

5.1 The NHA will be governed by a management committee. The committee shall be known as “the Executive Council”.

5.2 The Executive Council’s powers are set out in the Terms of Reference which are agreed annually at the AGM.

5.3 The Executive Officers of the Executive Council are responsible for the day to day decisions of the NHA and their powers, responsibilities and their accountabilities are detailed in their “Job Descriptions”.

5.4 The Executive Officers will be elected annually at the AGM. They are: -

The President
The Chairman
The Honorary Secretary
The Honorary Treasurer.

5.5 The Non-Executive members will be Committee Administrators and/or Representatives. They are: -

League Management Administrator
Schools and Youth Administrator
Hockey Development Administrator
Disciplinary Administrator
East Representative
Senior County Squads Administrator
Norfolk Hockey Umpires Association Representative
Webmaster
Safeguarding Officer

5.6 A minimum of four meetings will be held each year.

5.7 The quorum will be one third of the Executive Council members.

5.8 Meeting dates will be agreed annually. A reminder notice will be given at least ten days before the date of each meeting.

5.9 No meeting may take place without the presence of at least two Executive Officers.

6. Finance

6.1 The finances of the NHA is the responsibility of the Honorary Treasurer.

6.2 The Honorary Treasurer is accountable to the Executive Council for all income and expenditure.

6.3 The Honorary Treasurer will present an account of the income and expenditure of the NHA at every Executive meeting.

6.4 The Executive Council is responsible for the scrutiny of the NHA accounts at their Executive Council meetings.

6.5 Audited accounts will be presented to the NHA AGM for scrutiny and approval by all members and Clubs.

6.6 The financial year will be from the 1st April to the 31st March

6.7 All surplus income or profits are re-invested in the NHA. No surplus or assets will be distributed to members or third parties.

6.8 In the event of “winding up”, all assets of the NHA after settlement of any debts shall, with the approval of a General Meeting, be paid to any Association or Body having similar objectives to those of the NHA.

7. The Annual General Meeting

7.1 The NHA year will be from the 1st June to the 31st May.

7.2 The AGM will be held in May each year on a day and at a venue set by the Executive Council.

7.3 The date of the meeting will be set one year in advance and notice of the meeting along with a list for the nominations for officers, a copy of the agenda and minutes of the last meeting will be circulated not less than 21 days before the agreed date.

7.4 Each Club shall have one vote. A quorum is achieved when fifteen Clubs are present. There will be no postal or proxy voting.

7.5 The agenda will include: -

Apologies

Minutes with matters arising

The election of Executive Officers

The appointment of an auditor

The presentation and adoption of accounts

The proposal and approval of any amendments to the Constitution

Terms of Reference

Reports (tabled and circulated prior to the meeting)

Date of the next meeting

7.6 Any proposals for amendments to the Constitution must be notified to the Honorary Secretary at least 28 days prior to the meeting.

7.7 A two thirds majority of those present at the AGM is required to pass a proposal.

7.8 Any vote will be carried by a majority of one. In the event of a tie, the Chairman shall use his/her casting vote.

7.9 In the absence of the Chairman, the Executive Council will appoint a Chairman for the meeting.

7.10A Club may have more than one-member present at the AGM but only two Club members may represent the Club and only one member of each Club may vote.

7.11Additional Club members may only speak when invited to do so by the Chairman.

8. Extraordinary General Meetings

8.1 The Honorary Secretary will call an Extraordinary General Meeting by order of the Executive Council or upon the receipt of a request signed by an official representing at least eight affiliated Clubs.

8.2 The request should state the exact reason why the meeting is to be called and the request must be presented in the form of a resolution.

8.3 The Executive Council will try to resolve the issue in the first instance.

8.4 If the matter cannot be resolved, the EGM will be called within six weeks of the request.

8.5 At least 28 days' notice of the meeting will be given to all Clubs.

8.6 Rules governing the AGM will apply to the EGM.

9. The Disciplinary Committee

9.1 The Committee's powers are set out in the Terms of Reference which are agreed annually at the NHA AGM.

9.2 Members of the Committee are:

Disciplinary Administrator

Two members of the Executive Council.

9.3 The Hon. Secretary will be in attendance and service the meeting.

9.4 The Committee members are responsible for upholding the Disciplinary Code of England Hockey and their powers, responsibilities and their accountabilities are detailed in their "Job Descriptions".

9.5 All decisions are subject to appeal.

9.6 All appeals are subject to a non-returnable fee of £50 and this must be lodged within five working days of the outcome of the Disciplinary Committee.

10. The Final Appeals Committee

10.1 Committee's powers are set out in the Terms of Reference which are agreed annually at the NHA AGM.

10.2 The Appeals Committee will be made up of three officers or members of the Executive Council who are unprejudiced of the matter in hand. No members of the Appeals Committee should have prior knowledge of the matter before them.

10.3 Final Appeals must be heard no later than three weeks following the receipt of the appeal.

10.4 The Hon. Secretary will be in attendance and service the meeting.

10.5 The Appeals Committee is responsible for upholding the rules of the Norfolk Ladies Leagues; the Disciplinary Code of England Hockey; the NHA Constitution. Their powers, responsibilities and their accountabilities are detailed in their "Job Descriptions".

10.6 A Chair should be elected by the Appeals Committee to conduct the business of the meeting.

10.7 All appeals are subject to a non-returnable fee of £50.

10.9 All decisions are final and binding.

NHA Committees

11. The League Management Committee

11.1The Committee's powers are set out in the Terms of Reference which are agreed annually at the AGM of the Norfolk Hockey Association.

11.2Members of the Committee are: -

- The Administrator
- The Minutes Secretary
- Division Secretaries (according to the number of leagues)
- The Honorary Results Co-ordinator
- NHUA Representative
- The NHA Welfare Officer

11.3The Committee members are responsible for the day to day management of the Leagues and their powers, responsibilities and their

accountabilities are detailed in their “Job Descriptions”.

11.4The members will be elected annually at the AGM of the League Management Committee.

12. The Schools and Youth Committee

12.1The Committee’s powers are set out in the Terms of Reference which are agreed annually at the NHA AGM.

12.2Members of the Committee are:

The Administrator

The Minutes Secretary

Age Group Team Managers

Mini-Hockey Administrator

Boys’ Administrator

Girls’ Administrator

Norfolk Representative to the ERHA Youth Competitions Committee.

12.3The Committee members are responsible for the day to day management of Schools and Youth matters and their powers, responsibilities and their accountabilities are detailed in their “Job Descriptions”.

12.4The members will be elected annually at the AGM of the Committee.

13. The Senior County Squads Committee (To be reviewed)

13.1The Committee’s powers are set out in the Terms of Reference which are agreed annually at the NHA AGM.

13.2The members of the Committee are: -

The Single Systems Administrator

Senior Ladies’ Team Manager/Captain

Senior Men’s’ Team Manager/Captain

Ladies Veteran’s’ Team Manager/Captain

Men’s Veterans’ Team Manager/Captain

Indoor Hockey Leagues

13.3The Committee members are responsible for the organisation and administration of the senior representative squads and their powers, responsibilities and their accountabilities are detailed in their “Job Descriptions”.

14. The Norfolk Hockey Umpires’ Association:

14.1The Norfolk Hockey Umpires’ Association is an autonomous body and appoints a representative to the Council and to the League Management Committee.

Welfare

15. Safeguarding and Child Protection Guidance

15.1 The NHA is committed to protecting children, young people and vulnerable adults and as such, encourages all affiliated Clubs to promote and implement the following practice.

1. Register and work towards the “Clubs First” award which provides excellent practice.
2. Create and adopt a Safeguarding Policy.
3. Appoint at least one Safeguarding Officer and name them in your Handbook.
4. Give details of how these Officers may be contacted.
5. Ensure the Safeguarding Officer is aware of the EH reporting procedures.
6. Ensure all those who have contact with under 18 children and young people are aware of the “do and don’t” of safeguarding.
7. Ensure your coaches, officials and senior players have read your safeguarding policy and agree to fully comply with it.
8. Undertake Disclosure and Baring System (DBS) checks on junior coaches and any other individuals who perform duties which involve significant contact with children and young people.

9. Ensure Clubs are aware of the Data Protection laws, and the rules which cover the use of photography and social media

15.2 Disclosure Service

England Hockey operates an Umbrella Disclosure Service which helps facilitates DBS checks. As part of this Service.

Katy Harris is registered as the NHA Safeguarding Officer and may be contacted for advice on **07989 538207**

Terms of Reference

Terms of Reference for the NHA Council

The Norfolk Hockey Executive Council is a fully constituted body. It has been formed by the Norfolk Hockey Association as a Governing Body for the Association. The Executive Council is charged with duties and responsibilities to develop and improve all aspects of Norfolk Hockey and to ensure all policies and procedures are in place and upheld. The Executive Officers have responsibility for the day to day decisions which enable the NHA to function effectively.

The Executive Council of the NHA may decide to co-opt other members to maintain a balance of interests or to add expertise.

The overall accountability for ensuring that the Terms of Reference are upheld rests with the Chairman of the Executive Council who is appointed by the Norfolk Hockey Association annually at the AGM.

Membership

The Council shall be made up of:

Executive Members:

The President

The Chairman

The Honorary Secretary

The Honorary Treasurer

Non-Executive Members:

League Management Administrator

Schools and Youth Administrator

Hockey Development Administrator

Disciplinary Administrator

East Representative

Senior County Squads Administrator

Norfolk Hockey Umpires Association Representative

The Webmaster

Safeguarding Officer

The Honorary Secretary will clerk the meetings.

The Chair:

The Chair is responsible for chairing all meetings.

In the absence of the Chair, the President or an Executive Member shall be appointed to the Chair.

Meetings:

A minimum of four meetings will be held each year. The quorum will be one third of the Executive Council members. No meeting may take place without the presence of at least two Executive Officers. Meeting dates will be agreed annually. A reminder notice will be issued at least ten days before the date of each meeting.

Meetings shall begin at 7:30pm and close not later than 9:30pm.

Conduct

All Executive Council members will respect the fact that on occasions it may be necessary to discuss matters in confidence. The Chair will direct the minutes to reflect this.

The Chair will ensure that the Executive Council meets the principles of equal opportunities, fairness and natural justice.

Executive Council members will adhere to the decision of the majority.

No member of the Executive Council may speak on behalf of the Executive Council or represent the Executive Council without the agreement of the Executive Council.

Where a member believes that s/he has a conflict of interest, s/he shall declare that interest. If her/his interest is greater than the interest of the other parties in attendance, or is of a pecuniary nature, s/he shall withdraw from the meeting whilst the matter is under discussion and may not take part in any subsequent vote.

Voting:

It is hoped that through discussion, the outcome for all decisions will be collectively agreed. However, where there is a need for a vote, each member shall have one vote and in the event of a tie, the Chair shall have a casting vote.

All decisions are binding and may only be changed or appealed at a Special/Extraordinary meeting of the Norfolk Hockey Association.

Key Functions of the Council

1. To ensure the Association is affiliated/disaffiliated to the appropriate outside bodies.
2. To review policies and ensure all policies and procedures are being upheld.
3. To scrutinise the finances of the Association and ensure an audited account is presented annually to the NHA AGM.
4. To receive reports from all Norfolk Hockey activities.
5. To identify areas for improvement and development and to make proposals and recommendations which will improve the management and function of the Association.
6. To ensure all Clubs have a “voice” in discussions and decisions made by the Executive Council and the League Management Committee through the AGM procedure.
7. To establish and develop strong communications between the Executive Council and all Clubs to make the Executive Council an effective body for receiving and sharing information and ideas.
8. To adjudicate and resolve issues of discipline, complaint, grievance or dispute.

Terms of Reference for the NHA Final Appeals Committee

Duties and Responsibilities:

1. The Appeals Committee is charged with duties and responsibilities to resolve issues of discipline, complaint, grievance or dispute in line with the FIH rules, the England Hockey rules, the policies and procedures outlined in the NHA Constitution and the Norfolk League rules.
2. The Committee is responsible for investigating the appeal and their decision is final and binding.
3. The Committee members may not be party to any previous discussions at Executive Council meetings or League Management Committee meetings and Committee members should not receive any petitions, appeals or requests prior to the meeting. The evidence will be presented to the Committee by the Honorary Secretary and the appellant.
4. The Committee must base their decision only on the evidence presented. All evidence must be presented in written form and should be sent by registered post to the Honorary Secretary. A non-refundable cheque for £50 should accompany the appeal.
5. Any appeal must be made within ten days of the failure of the initial appeal. The appeal must be made to the Executive Council through the Honorary Secretary.
6. All appellants must be informed of the date of the meeting and the Appeals Committee's decision should be sent by post within five days of the meeting.
7. The decision of the Appeals Committee is final and binding.

Membership:

The Appeals Committee shall be made up of three members of the Executive Council:

The Chairman

The Honorary Secretary

A Non-Executive Member as appropriate.

The Honorary Secretary will clerk the meetings

Where any of the above have been party to a previous appeal, a substitute must be found from the Non-Executive members of the executive Council. Where the Chair has been part of a previous appeal, the Committee shall elect a Chair.

Meetings:

All members of the Final Appeals Committee must be present. Meetings will be called when a Club or individual disagrees with the outcome of their initial appeal. A meeting will be called within ten days of the receipt of the final appeal and on receipt of a cheque for £50.

Meetings will begin at 7:30pm and close not later than 9:30pm.

Conduct:

All Committee members will respect the fact that all matters should be confidential before, during and after the meeting. The Chair will ensure that the Committee meets the principles of equal opportunities, fairness and natural justice and that their decisions are proportionate. Members will at all times adhere to the decision of the majority.

Where a member believes that s/he has a conflict of interest or a pecuniary interest, s/he shall declare that interest when asked to attend the Committee so that a substitute can be found.

Voting:

It is hoped that through discussion, the outcome for all decisions will be collectively agreed. However, where there is a need for a vote, each member shall have one vote and in the event of a tie, the Chair shall have a casting vote

Terms of Reference for the Senior Squads Committee

The Senior Squads Committee is a fully constituted Committee. It has been formed by the Norfolk Hockey Association to oversee the work of the Senior Coaches, Team Managers and Captains of Senior Squads. The Committee is charged with duties and responsibilities to select, organise and administer the Senior Squads; to develop and improve the opportunities to play senior hockey; and to ensure all rules, policies and procedures are in place and upheld. The Committee has responsibility for the day to day decisions which enable the Squads to function effectively.

The Administrator of the Committee will act as a Non-Executive member of the NHA Council and in this capacity, will table a report for each meeting of the Council and at the NHA AGM.

The overall accountability for ensuring that the Terms of Reference are upheld rests with the Administrator of the Committee who is appointed by the Norfolk Hockey Association annually at the AGM.

Membership

The Committee is made up of:

The Administrator

An Executive member of the Council

Senior Ladies' Team Manager/Captain

Senior Men's Team Manager/Captain

Ladies Veterans' Team Manager/Captain

Men's Veterans' Team Manager/Captain

Indoor Hockey Leagues

The Committee members are responsible for the organisation and administration of the senior representative squads and their powers, responsibilities and their accountabilities are detailed in their "Job Descriptions".

The Administrator will clerk the meeting.

The Administrator:

The Administrator will act as Chair for all meetings.

In the absence of the Administrator, Committee will agree a Chairman for the meeting.

Meetings:

Not less than of two meetings will be held each year. The quorum will be three members. No meeting may take place without the presence of either the Administrator or an Executive Officer. Meeting dates will be agreed annually. A reminder notice will be issued at least one week before the date of each meeting.

Meetings shall begin at 7:30pm and close not later than 9:30pm.

The Administrator will set the agenda. Members of the Committee may add to the agenda but notice must be given at least ten days in advance of the meeting.

Conduct

All Committee members will respect the fact that on occasions it may be necessary to discuss matters in confidence. The Administrator will ensure that the Council meets the principles of equal opportunities, fairness and natural justice. Members will at all times adhere to the decision of the majority.

Where a member believes that s/he has a conflict of interest, s/he shall declare that interest. If her/his interest is greater than the interest of the other parties in attendance, or is of a pecuniary nature, s/he shall withdraw from the meeting whilst the matter is under discussion, and may not take part in any ensuing vote.

Voting:

It is hoped that through discussion, the outcome for all decisions will be mutually agreed. However, where there is a need for a vote, each member shall have one vote and in the event of a tie, the Administrator shall have the casting vote.

All decisions are binding and may only be changed or appealed through the NHA complaints and appeals procedures.

Key Functions of the Committee

9. To ensure the Squads are affiliated/disaffiliated to the appropriate outside bodies and to ensure entries to tournaments and leagues are in place and on time.
10. To ensure all NHA policies and procedures are in place and upheld.
11. To scrutinise the finances of the Squads and ensure an account/balance sheet is presented to the NHA Council with the tabled report.
12. To ensure all monies are processed through the NHA Honorary Treasurer.
13. To receive reports from all the Squads.
14. To identify and share areas for improvement and development and to make proposals and recommendations which will improve the management and function of the Squads.
15. To ensure there is an open and transparent system and structure for Squad selection which is known to all Clubs.
16. To establish and develop strong communications between the Committee and Clubs in order to make the Committee an effective body for sharing of information.

Terms of Reference for the Clubs Forum

The Norfolk Women's Hockey Clubs Forum is not a constituted body. It has been formed by the Norfolk Hockey Association as an open forum for discussion on ways and means to improve all aspects of the management of the Norfolk Hockey Leagues. The League Administrator is

responsible for servicing the Forum.

The overall accountability for ensuring that the Terms of Reference are upheld rests with the League Administrator.

Membership

The Committee shall be made up of:

The League Management Administrator

An Executive member of the NHA Council

Club representatives from affiliated Norfolk Clubs.

Club representative should represent the best interests of all Clubs not just their own.

The NHA Secretary will Clerk the meeting.

Delegates appointed from the Norfolk Umpires Association are also welcome to attend the meetings.

The NHA Council may decide to co-opt other members in order to maintain a balance of interests or to add expertise.

Chair:

The League Administrator will Chair the meeting.

Meetings

The Committee shall meet in December and in February of every year.

Meetings shall begin at 7:30pm and close not later than 9:30pm.

Conduct

All those who attend will have the opportunity to speak. The League Administrator will ensure that the Forum meets the principles of equal opportunities, fairness and natural justice. There will be no voting as the Forum is an advisory body. No decisions are binding but will take the form of a recommendation to the Norfolk Hockey Association or a proposal to the Norfolk Hockey League AGM.

Where an attendee believes that s/he has a conflict of interest, s/he should declare that interest. If her/his interest is greater than the interest of the other parties in attendance, or is of a pecuniary nature, s/he should withdraw from the meeting whilst the matter is under discussion, and may not take part in any ensuing vote.

Key Functions of the Committee

17. To help to improve all aspects of the management of the Norfolk Hockey Leagues.

18. To identify areas for improvement and to make proposals and recommendations which will improve the management and function of the

Leagues.

19. To ensure all Clubs have a “voice” in the discussions and decisions made by the managers of NHA and that this “voice” is presented by the Club representatives.
20. To establish and develop strong communications between the NHA Council and League Management Committee and all affiliated Clubs in order to make the Forum an effective body for sharing of information and evaluating progress.

Terms of Reference for the League Management Committee.

The League Management Committee is responsible to the NHA for the administration and management of the Norfolk Ladies’ leagues and the Boys and Girls Junior Development leagues.

The overall accountability for ensuring that the Terms of Reference are upheld rests with the League Administrator.

Membership

The League Administrator
The Minutes Secretary
The Division Secretaries
The Results Co-ordinator
An Executive member of the NHA
A Representative of the NHUA

The members will be appointed at the AGM of the League Management Committee.

Chair:

The League Administrator will Chair the meeting.

Meetings

The Committee shall meet four times a year. Meetings shall begin at 7:30pm and close not later than 9:30pm.

The AGM will take place in May each year and will include:

The presentation of trophies to the winners
The amendment of rules.
Fixture dates for the following season
The appointment of Committee members.
AOB

Conduct

The League Administrator will ensure that the Committee meetings meet the principles of equal opportunities, fairness and natural justice. All Committee members will respect the fact that all matters should be confidential before, during and after the meeting.

Where an attendee believes that she has a conflict of interest, she should declare that interest. If her interest is greater than the interest of the other parties in attendance, or is of a pecuniary nature, she should withdraw from the meeting whilst the matter is under discussion, and may not take part in any ensuing vote.

All decisions made by the Committee shall be based solely on the Rules of the League. Where there is any ambiguity in the interpretation of the rule, the Committee shall make their decision fairly, equitably and proportionately.

Voting:

It is hoped that through discussion, the outcome for all decisions will be mutually agreed. However, where there is a need for a vote, each

member shall have one vote and in the event of a tie, the Administrator shall have the casting vote.

Key Functions of the Committee:

To seek sponsorship.

To help to collate results and report on the results of the leagues as they progress through the season.

To identify where rules have been broken and agree appropriate penalties according to the rules.

To identify areas for improvement and to make proposals and recommendations which will improve the management and function of the Leagues.

To celebrate success through the presentation of trophies.

To establish and develop strong communications between the League Management Committee and all affiliated Clubs to ensure the League Management Committee is an effective body for sharing of information and evaluating progress.